

Governor's Office for Children, Youth and Families
Division for Substance Abuse Policy

The Arizona Parents Commission on Drug Education and Prevention Grant Program

Request for Grant Application (RFGA)
PC-DSG-10-1181-00

<u>DEADLINE</u>	<p>Applications shall be submitted on or before 3:00 p.m. (MST) on <i>January 22, 2010</i> at Governor's Office for Children, Youth, and Families, 1700 W. Washington, Suite 101, Phoenix, AZ 85007. <u>TELEFAXED, ELECTRONIC OR LATE APPLICATIONS WILL NOT BE ACCEPTED.</u> Please mail or deliver one (1) original and nine (9) copies.</p> <p>Applicants are cautioned not to rely on next day mail services. Mail sent to the Governor's Office for Children, Youth and Families is filtered through the Arizona Department of Administration. The Governor's Office is not responsible for packages delivered to locations other than Suite 101. All applications will be date stamped using the time clock in Suite 101 only.</p>
<u>SPECIAL ACCOMMODATIONS</u>	<p>Persons with a disability may request reasonable accommodation such as a language interpreter by contacting Sarah Bean, email: sbean@az.gov or via Fax (602) 542-3520. Requests should be made as early as possible to allow time to arrange the accommodation.</p>
<u>PRE-APPLICATION CONFERENCE</u>	<p>Prospective applicants are encouraged to attend a conference on January 5, 2010 at 1:00 pm – 3:00 pm (MST) at the State Capitol, Executive Tower, Second Floor Conference Room, 1700 W. Washington, Phoenix. The purpose of the meeting is to discuss and clarify this Request for Grant Application.</p>
<u>PROCUREMENT GUIDELINES</u>	<p>In accordance with A.R.S. §41-2701, competitive sealed grant applications for the services specified within this document will be received by Governor's Office for Children, Youth and Families at the above specified location until the time and date cited. Grant applications received by the correct time and date will be opened and the name of each applicant will be publicly read.</p> <p>Grant applications must be in the actual possession of Governor's Office for Children, Youth and Families on or prior to the exact time and date indicated above. TELEFAXED, ELECTRONIC OR LATE GRANT APPLICATIONS WILL NOT BE CONSIDERED.</p> <p><u>Grant applications must be submitted in a sealed envelope with the Grant Application Number and the applicant's name and address clearly indicated on the envelope.</u></p>

	<p>All applications must be completed in ink or typewritten and a complete Grant Application returned along with the offer by the time and date cited above. Additional instructions for preparing a grant application are included within this document.</p> <p>Applicants are strongly encouraged to carefully read the entire Request for Grant Application document.</p>
<u>CONTRACT INFORMATION</u>	<p>GRANT TITLE: The Arizona Parents Commission on Drug Education and Prevention Grant Program</p> <p>CONTRACT TYPE: Cost Reimbursement Sub-Grant</p> <p>CONTRACT TERM: The term of the contract shall commence on April 1, 2010 and shall remain in effect until June 30, 2011, unless terminated, canceled or extended as otherwise provided herein.</p>
<u>CONTACT INFORMATION</u>	<p>Sarah Bean Governor's Office for Children, Youth and Families Procurement Manager Fax: (602) 542-3520 Email: sbean@az.gov</p>
<u>MANDATORY SUBGRANTEE ORIENTATION</u>	<p>Each successful applicant who is awarded will be required to attend a MANDATORY Subgrantee Orientation on March 8, 2010, from 9:00 a.m. to 5:00 p.m., at the Arizona State Capitol, Executive Tower, Second Floor Conference Room, 1700 W. Washington St., Phoenix, Arizona 85007. A fiscal representative AND a program representative will be REQUIRED to attend.</p>
<u>SPECIAL NOTE</u>	<p>All information submitted by the applicant is subject to disclosure and inspection by the public. If an applicant deems all, or part of their application to be proprietary, a written justification must be submitted to support non-disclosure.</p>
<u>AMENDMENTS</u>	<p>It is the sole responsibility of applicants to check the Governor's website for any changes to this RFGA, http://gocyf.az.gov/Grants/index.asp</p>



Janice K. Brewer
Governor

State of Arizona
Governor's Office for Children, Youth and Families

Cassandra A. Larsen
Director

OFFER AND ACCEPTANCE FORM (SPO FORM 203)

TO GOVERNOR'S OFFICE FOR CHILDREN, YOUTH AND FAMILIES:

The Undersigned hereby agrees, if awarded a grant, to all terms, conditions, requirements and amendments in this solicitation document and any written exceptions, as accepted by Governor's Office for Children, Youth and Families, in the application.

Arizona Transaction (Sales) Privilege Tax License No.:

Name of Point of Contact Concerning this Application:

Name: _____

Federal Employer Identification No.:

Phone: _____ Fax: _____

E-Mail: _____

Name of Applicant

Signature of Person Authorized to Sign Offer

Address

Printed Name

City

State

Zip

Title

CERTIFICATION

By signature in the Offer section above, the Applicant certifies:

1. The submission of the application did not involve collusion or other anti-competitive practices.
2. The applicant shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order 99-4 or A.R.S. §§ 41-1461 through 1465.
3. The applicant has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.
4. In accordance with A.R.S. §35-391.06 and A.R.S. §35-393.06, the applicant hereby certifies that the applicant does not have scrutinized business operations in Sudan or Iran.

ACCEPTANCE OF APPLICATION

The Application is hereby accepted.

The Applicant is now bound to perform as stated in the attached grant application, and based upon the RFGA solicitation document, including all terms, conditions, requirements, amendments, etc., and the Applicant's grant application as accepted by the State.

This grant shall henceforth be referred to as Grant No. _____.

The Applicant has been cautioned not to commence any billable work or to provide any material or service under this contract until Applicant receives a purchase order, contact release document or written notice to proceed.

State of Arizona

Awarded this _____ day of _____ 20____

Sarah Bean, Procurement Manager

What is in this Request for Grant Application?

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What is Governor's Office for Children, Youth & Families?

The Governor's Office for Children, Youth & Families (GOCYF) provides resources, promotes citizen engagement and leads innovative projects to strengthen and empower families and communities. To achieve the Governor's vision for healthy communities, the office is organized into several areas: Children, Community and Youth Development, Substance Abuse Policy and Women. Experienced and knowledgeable professionals with expertise in their particular areas staff each area and act as resources to our funded partners.

GOCYF acts as a catalyst for overall systems changes. Our commissions advise and monitor policy initiatives and grant programs. GOCYF convenes numerous commissions, councils and task forces which include: the Arizona Parents Commission on Drug Education and Prevention, the Arizona Substance Abuse Partnership, the Arizona Juvenile Justice Commission, the Governor's Commission to Prevent Violence Against Women, the Governor's Commission on Service and Volunteerism and the Governor's Youth Commission. To achieve its goal of community participation and inclusiveness, the commissions and councils are composed of diverse people representing a variety of geographic areas, ethnicities, interests, and professions.

What is the Division for Substance Abuse Policy?

The Division for Substance Abuse Policy (DSAP) works to improve and expand the delivery of substance abuse education, prevention and treatment services throughout the state by working with multiple state agencies and organizations. DSAP actively works with prevention, treatment and law enforcement fields to improve coordination, identify and address gaps and ensure efficiency and effective spending related to substance abuse. The Division conducts the administrative and professional duties for the Arizona Parents Commission on Drug Education and Prevention.

The Division also staffs the Arizona Substance Abuse Partnership (ASAP) and its subcommittees. Established in June 2007, ASAP serves as the single statewide council on substance abuse issues. ASAP 2009 Strategic Focus Areas are prescription drug abuse, underage drinking, drug endangered children, and prevention and community partnerships.

What is the The Arizona Parents Commission on Drug Education and Prevention Grant Program?

The purpose of The Arizona Parents Commission on Drug Education and Prevention Grant Program is to fund programs **that increase and enhance parental involvement**, and increase education about the serious risks and public health problems caused by the abuse of alcohol and controlled substances. This grant program supports programs that align with this purpose.

The Arizona Parents Commission on Drug Education and Prevention, also known as the Parents Commission, was created by voter initiative in 1996. The Parents Commission's

mandate is to increase and enhance parental involvement, and increase education about the serious risks and public health problems caused by the abuse of alcohol and controlled substances.

Its nine commissioners are appointed by the Governor and consist of five parents of children currently enrolled in Arizona schools and one representative each from the education, probation, treatment and prevention, and law enforcement professions.

The Parents Commission works jointly with the Governor's Office for Children, Youth, and Families, Division for Substance Abuse Policy, which performs the administrative and professional services for the Commission.

What is the Funding Source for this Grant?

The Arizona Parents Commission on Drug Education and Prevention receives fifty percent of the monies deposited in the Drug Treatment and Education Fund to provide funding for programs that will increase and enhance parental involvement and will increase education about the serious risks and public health problems caused by the abuse of alcohol and controlled substances. The Drug Treatment and Education Fund, established by A.R.S. §13-901.02, receives seven percent of tax revenue collected on spirituous liquors and eighteen percent of tax revenue collected on vinous and malt liquor.

Who is Eligible to Apply for this Funding Opportunity?

- School Districts and Institutions of Higher Education
- Non-profit 501(c) 3 organizations
- Local, county or state government entities
- Tribal Nations and communities
- Any partnership of the above listed organizations (a fiscal agent must be designated)

What is the Total Amount of Available Funds?

This is a fifteen (15) month contract that may be renewable for two (2) additional one-year periods, contingent upon the availability of funds. Consideration for renewal will also be based on results of program and fiscal monitoring and a program sustainability plan. It is anticipated that total funds available for all contracts will not exceed \$4 million for the first funding term. The first term will be a fifteen (15) month term. Renewal contracts will be for twelve (12) month terms. The number of awards will depend on the number and quality of applications received. It is anticipated that qualifying applicants will be awarded between \$50,000 and \$375,000 for the first term.

Notice: The funds awarded under this RFGA are non-federal funds. However, in order to assure compliance and standardization, all awards will be administered following federal grant regulations. Subgrantees will be required to adhere to all federal grant regulations for administrative requirements, cost principles and audits, as defined by the applicable Code of Federal Regulations and the Office of Management and Budget Circulars.

What Will This Request for Grant Application Fund?

The Arizona Parents Commission on Drug Education and Prevention Grant Program will fund programs that **increase and enhance parental involvement**, and increase education about the serious risks and public health problems caused by the abuse of alcohol, tobacco, and other drugs. Programs will be considered in the following categories*:

- | | |
|----------------|--------------------------------|
| • Rural | 20% of total funding available |
| • Tribal | 20% of total funding available |
| • Urban/County | 60% of total funding available |

*The allocation may be changed among the three categories. The final distribution will be based upon the number and quality of applications received as determined by the Governor's Office for Children, Youth and Families.

Rural – Rural is defined as a target area with a population of 75,000 or fewer.

Tribal – Tribal applicants must be federally recognized by the Department of Interior, Bureau of Indian Affairs.

Urban/County – Urban is defined as an area with a population of more than 75,000. County is considered a program that serves a consortium of municipalities and/or operates a county-wide program.

How Do I Apply ?

Applicants will be required to submit the documents and exhibits/attachments being requested as outlined in this RFGA. To prepare your application, read this document and its exhibits/attachments. Follow the instructions and guidelines found in each of the document sections. Prepare a budget and budget narrative. **Refer to the Checklist on page 29 to verify inclusion of all required documentation and the proper format.**

Governor's Office for Children, Youth and Families shall be responsible for the overall management of the Arizona Parents Commission on Drug Education and Prevention Grant Program. Governor's Office for Children, Youth and Families is responsible for all activities related to submission, review of applications, awarding of contracts, and all subsequent program monitoring.

Applicant Contacts

Governor's Office for Children, Youth and Families will address questions regarding this Request for Grant Application, including technical specifications and the application process. For questions, please contact Sarah Bean via email: sbean@az.gov or via fax: (602) 542-3520. Applicants may not contact the employees of Governor's Office for Children, Youth and Families or members of the Parents Commission regarding this procurement activity while the formal solicitation process is underway.

Please follow these instructions in preparing your grant application

1. Read and familiarize yourself with all sections of this Request for Grant Application (RFGA) document.
2. Attend, if necessary, the Pre-Application Conference on January 5, 2010, starting from 1:00 pm - 3:00 pm (MST), at the State Capitol, Executive Tower, Second Floor Conference Room, 1700 W. Washington, Phoenix, Arizona 85007. The Pre-Application Conference will clarify the contents of the RFGA in order to prevent any misunderstanding of Governor's Office for Children, Youth and Families position. Any doubt as to the requirements of the RFGA or any apparent omission or discrepancy should be presented to the Governor's Office for Children, Youth and Families at the Conference. The Governor's Office for Children, Youth and Families will take all questions and concerns under consideration. Any material changes to the RFGA will be issued in a written amendment. Oral statements or instructions shall not constitute an amendment to the RFGA. Written amendments are posted to the Governor's website, <http://gocyf.az.gov/Grants/index.asp>. It is the sole responsibility of the prospective applicant to view the website for updated information. Applicants may not contact any employee of Governor's Office for Children, Youth and Families or members of the Parents Commission concerning this solicitation while the formal solicitation process is underway. **Attendance at the Pre-Application Conference is encouraged, but not mandatory.**
3. **Submit one (1) original and nine (9) copies of your application.** The original copy of your application should be clearly marked "**ORIGINAL**". When submitting your application, ensure your organization name and the Request for Grant Application Number **PC-DSG-10-1181-00** is clearly marked on the outside of the **SEALED** envelope/package. Governor's Office for Children, Youth and Families will not provide any reimbursement for the cost of developing or presenting applications in response to this RFGA. Failure to include the requested information may have a negative effect on the evaluation of the applicant's application.
4. Grant Applications must be received by Governor's Office for Children, Youth and Families, 1700 W. Washington, Suite 101, Phoenix, Arizona, 85007 **no later than 3:00 PM (MST), January 22, 2010**. **TELEFAXED, ELECTRONIC OR LATE APPLICATIONS SHALL NOT BE ACCEPTED.** Applicants are cautioned not to rely on next day mail services. Mail sent to the Governor's Office for Children, Youth and Families is filtered through the Arizona Department of Administration. The Governor's Office is not responsible for packages delivered to locations other than Suite 101. All applications will be date stamped using the time clock in Suite 101 only.
5. Additional materials such as promotional brochures or examples of other programs should be submitted only if they directly relate to the information requested in the application.
6. Applications shall be opened publicly at the time and place designated on the cover page of this document. The name of each applicant shall be read publicly and recorded.
7. Applications shall be irrevocable for 150 days after the RFGA due date and time.

8. In the event that the proposals received exceed the budget limitations, Governor's Office for Children, Youth and Families reserves the option to request a reduction in the scope of the applicant's proposed program. If such an option is exercised by the Governor's Office for Children, Youth and Families, funds shall be awarded according to priority scores. Revised budget documents will be required. Governor's Office for Children, Youth and Families reserves the right to award contracts for less than the proposed price.
9. Keep a copy of this solicitation and your grant proposal. If awarded, the Subgrantee shall be bound to the services listed by the grant proposal and based upon the solicitation, including all terms, conditions, specifications, amendments, etc.

How Will the Applications be Evaluated?

The review committee evaluates applications and selects those applications deemed susceptible for an award, based upon the following criteria.

Evaluation Criteria

Needs/Resources	(25%)
Goals and Outcome Objectives	(20%)
Strategies/Approaches	(30%)
Implementation Plan & Budget	(15%)
Evaluation	(10%)

Those applicants not selected for funding will be notified in writing; however, pursuant to A.R.S. §41-2702 (E), all applications shall not be open for public inspection until after grants are awarded. A.R.S. §41-2702(G) also states the evaluator assessments shall be made available for public inspection no later than thirty (30) days after a formal award is made.

TECHNICAL REQUIREMENTS

Applications will be reviewed initially for compliance with technical requirements.

NONCOMPLIANCE WITH THESE REQUIREMENTS SHALL RESULT IN THE APPLICATION BEING DEEMED NON-RESPONSIVE, AND THEREFORE, NOT SUSCEPTIBLE TO AWARD.

- ☐ Responses should be typed, single-spaced with one-inch margins or wider with a 12-point font used.
- ☐ Applications are NOT to be bound in spiral binders or in 3-ring notebooks. Please submit your applications either stapled in the upper left-hand corner or use a binder clip.
- ☐ Applications should be single sided, NOT duplexed.
- ☐ Number all pages and include a table of contents that follows the underlined sections below. The table of contents shall reference page numbers.

- ❑ Enclose **one (1) original** copy marked “**ORIGINAL**” and **nine (9)** additional copies.
- ❑ A signed Offer and Acceptance (SPO Form 203) document must be submitted.
THIS DOCUMENT MUST HAVE AN ORIGINAL SIGNATURE.
- ❑ Any amendments, if applicable, must be submitted **SIGNED** as part of the application.
- ❑ All Exhibits must be completed as instructed.
- ❑ The organization name and the Request for Grant Application Number **PC-DSG-10-1181-00** must be **CLEARLY** marked on the outside of the **SEALED** envelope/package.

APPLICATION REQUIREMENTS

1. EXECUTIVE SUMMARY (Required – one (1) page maximum)

Provide a one-page narrative overview of the project that includes a brief summary of the program goals, objectives, methods to be used and collaboration efforts. Please clearly indicate whether the organization is in the rural, tribal or urban category.

2. NEEDS/RESOURCES (Required – four (4) pages maximum, not including attachments)

This component creates a foundation for the application by focusing on: problem identification; the targeted individuals or groups to be reached; other individuals or groups who will play a role in the development or implementation of the program; the relevant risk and protective factors/assets; the gathering and analysis of data that will establish the needs to support the identified problem; and the identification of other resources currently directed toward the identified problem.

Provide a narrative response to each of the following:

- A. State the problem or issue addressed in this application.
- B. Based on the stated problem, what group(s) of people or communities will the application be targeting, i.e. your target population. Who are the other individual groups (or key stakeholders) that are involved in the development and/or implementation of the proposed project?
- C. Identify the external team. If this project involves a partnership of two or more entities, a signed Memorandum of Understanding (MOU), that describes individual involvement, specific roles and responsibilities, must be included with the application in order for the application to be accepted for the evaluation review process. For purposes of this grant solicitation, there are two separate situations that require a MOU and denote a “formal partnership”:
 - A MOU is required for all programs that identify a subcontractor that will provide a service(s) in which there will be an exchange of grant funds to pay for that service.
 - A MOU is required for all programs that identify a partner where grant funds will not exchange hands, but in order for the program to be viable, a service will be provided or there is an agreement to work together.

- D. Identify no more than three (3) risk factors and identify no more than three (3) protective factors that are most relevant to the stated problem and the target population.
- E. Identify the sources of the data, how that data was collected, and how that data relates to and validates the identified risk factor(s), protective factor(s), and problem(s) in the community.
- F. What resources (federal, state, local) in your community and/or within your organization are currently being directed toward the stated problem? How does this proposed project support those efforts or enhance your program efforts?
- G. Identify the internal team. Who are the individuals within the applicant's organization involved in the development and implementation of the program and what are the specific roles of these individuals?

3. GOALS AND OUTCOME OBJECTIVES (Required – four (4) pages maximum, not including attachments)

This component captures the broad statements of intent (goals) and the measurable, time-specific outcomes (objectives) that will address the identified problem/needs. Goals are general and should reflect what changes are desired within your targeted population or community area. Objectives should support the goals and should describe specific changes that will be accomplished within a certain period of time and are able to be measured. It is critical that the goals and objectives are realistic in terms of both time and available resources. Therefore, it may be necessary to develop intermediate or short-term objectives. It is also important that the goals and objectives be stated or otherwise explained in ways that directly link them to the identified problem/needs and the selected risk and protective factors. Process objectives will be addressed in the Implementation Plan Section.

Provide a narrative response to each of the following:

- A. State the goal(s) that will address the identified problem/need.
- B. For each goal, identify an outcome objective(s) that:
 - i. Describes what will change in the targeted population/area (e.g. behavior/attitudes, decrease in risk or increase in protective factors, impact on indicators/statistics, etc.).
 - ii. Quantifies how much will change (e.g. increase or decrease in numbers, percentages, etc.).
 - iii. Gives a specific date by which the change(s) will occur.
- C. Explain how the goals and outcome objectives are linked to the identified problem/needs and the selected risk and/or protective factors.

4. **STRATEGIES/APPROACHES** (Required - four (4) pages maximum, not including attachments)

This component identifies and describes the intervention chosen to reach the stated goals and outcome objectives. These strategies and approaches can be programs that have already been proven effective in addressing the identified problem/needs, or they can be adaptations or strategies selected from effective programs that are backed up by science-based theory related to the particular problem/need and target population/area being addressed.

Provide a narrative response to each of the following:

- A. Describe the strategies/approaches or proven effective program that will be used to meet the goals and objectives.
- B. Explain how the selected strategies/approaches or proven effective program fit with the identified problem/need and will lead to achieving the stated goals and objectives.
- C. Describe the program strategies/approaches connect to the selected risk and protective factors.
- D. If adapting a proven effective program to meet your needs, community norm or differing cultures, explain how the core elements of the original research-based intervention will be maintained.
 - i. Structure (how the program is organized and constructed)
 - ii. Content (the information, skills, and strategies of the program)
 - iii. Delivery (how the program is adapted, implemented, and evaluated)
- E. Explain how the selected strategies/approaches or proven effective program applies to the targeted population and explain how the selected strategies/approaches or proven effective programs are culturally competent, age appropriate and gender responsive.
- F. You may attach relevant scientific research proving the effectiveness of the proposed program or strategy.

5. **IMPLEMENTATION PLAN** (Required – four (4) pages maximum, not including attachments)

This component focuses on the steps that must be taken to put the program strategies/approaches into action. It should include all the elements that will be required to operationalize the strategies for the duration of the grant. **The implementation plan should be clear, concise, and provide detailed timeframes for the completion of process objectives.**

Implementation/Work Plan Activities

Provide a narrative response to each of the following:

- A. Develop a set of process objectives that will be used to measure the effectiveness of the implementation of the selected strategies or proven program (e.g. number of

participants attending/completing, participant satisfaction, adequacy of resources, timely completion of activities, etc.). (Complete Exhibit J.)

- B. Sequentially list the activities needed to implement the strategies/approaches including timelines and responsibilities as they relate to the achievement of the process objectives. (Complete Exhibit L.)
- C. Describe the plan for recruiting and retaining participants/clients.
- D. Describe any anticipated barriers to participation and/or completion and your plans to overcome those barriers.
- E. Describe any training that will be needed for existing and/or new staff. How and when will this training be delivered?

Organizational Capacity and Infrastructure

Provide a narrative response to each of the following:

- A. Describe your organization's capacity to implement and administer the proposed program. Provide examples of experience in implementing and administering related programs and the outcomes of those programs. It should be noted that past performance on any grants from Governor's Office for Children, Youth and Families, other state agencies, or other grants in general may be taken into consideration in evaluation of your application. (Exhibit E should be used to list the offeror's experience).
- B. In order to implement the strategies/approaches, what capacity building will be needed? This may include additional resources, establishing or strengthening relationships with collaborators, increasing staff - both programmatic and fiscal, adding data or financial systems, contracting with Subgrantees or providers, and necessary equipment.
- C. Describe staff accountabilities and qualifications - both programmatic and fiscal. List how much time each person will spend on the project. Include a brief description of how grants are fiscally administered in your organization. In addition, attach resumes for key individuals (your fiscal person is a key individual) involved in the project or job descriptions for positions to be filled. Provide an organization chart for the project. (Exhibit F for listing staff qualifications).
- D. Applications that require a detailed MOU must clearly outline the roles and responsibilities of each partner and include authorizing signatures from all parties to the MOU. **Applicants must include a MOU(s) as described above in order for the application to move forward in the evaluation review process.** (See MOU Requirements on page 10).
- E. Complete the GOCYF Standard Data Collection Form (Exhibit G.)

F. Describe your organization's Business Management System by completion of the Financial Systems Survey (Exhibit H.)

G. Read and sign Exhibit I - **ASSURANCES for Non-Construction Programs.**

Resources and Budget

Funding shall be limited to those items specifically listed in the proposed budget and support the scope of work proposed. Total funding may not be modified following award of the Contract. After award, requests for line item modifications that do not change the total program funding, must be requested in writing. If approval of the change is granted, written authorization from Governor's Office for Children, Youth and Families will be provided.

- A. List all resources that will be needed to implement and administer the strategies/approaches. These resources may be financial as well as involve curriculum, supplies, space, equipment, etc.
- B. Funding shall be limited to those items specifically listed in the proposed budget. Total funding may not be modified following award of the Contract. Requests for line item modifications, that do not change the total program funding, shall be requested in writing and shall only be made following receipt of written authorization from Governor's Office for Children, Youth and Families.
- C. All budgets should include expenditures for participation in a MANDATORY Subgrantee Orientation on March 8, 2010, from 9:00 a.m. to 5:00 p.m., at the Arizona State Capitol, Executive Tower, Second Floor Conference Room, 1700 W. Washington St., Phoenix, Arizona 85007. Subgrantees shall send two (2) representatives (one program and one financial) to this orientation. Include costs of travel, hotel and per diem to the Phoenix area for two representatives.
- D. Complete the attached budget sheets. (Exhibit A, B, and C)
- E. List all other sources of funding currently received from Governor's Office for Children, Youth and Families, other State or public agencies, Federal agencies, non-profit organizations and any other sources that will be applied to the proposed program (Exhibit D).
- F. Please note, there is no match required for this program. Should you choose to include a match, those funds or in-kind services will be subject to monitoring by the Governor's Office for Children, Youth and Families.

6. EVALUATION (Required – four (4) pages maximum, not including attachments)

This component will address questions about how the program is working and what can be done to make the program more effective. **The evaluation should be directly connected to both the process objectives included in the Implementation Plan module and the outcome objectives stated in the third module, Goals and Outcome Objectives.** The process evaluation should measure program fidelity by assessing which activities were

implemented and the quality, strengths and weaknesses of the implementation. The outcome evaluation should determine the extent to which the program has accomplished the stated goals and outcome objectives. In designing the evaluation plan, applicants should keep in mind that Subgrantees will be expected to maintain timely data and may receive requests to demonstrate the impact of the program between formal reporting periods.

Applicants must include a plan for evaluation by responding to the following questions:

- A. Who will have overall responsibility for the process and outcome evaluations?
- B. What resources (e.g. personnel, supplies, etc.) will be needed to evaluate the program? The funds dedicated to evaluation should be reflected in the budget.

Process Evaluation

- B. How will each process objective be measured (e.g. attendance sheets, adequacy of materials and resources, participant satisfaction surveys, etc.)? (Complete last column of Exhibit J.)
- C. Describe the plan for evaluating the process objectives including timelines for collecting and analyzing data. Who will have overall responsibility for the process evaluation?
- D. What data will be used? How will this data be collected and who will collect it? How will this data be organized once it has been collected? What procedures will be put in place to assure the quality of your data (e.g. training for data collectors, data collection forms, timeliness in administering tools)?
- E. How will this data be analyzed?

Outcomes Evaluation

The outcome evaluation design/methodology must include valid, reliable assessment tools and include pre and post measurements. Include a sample of the evaluation tool(s) (e.g. pre/post tests) that will be used to measure each of the outcome objectives.

- A. Describe the plan for evaluating the outcome objectives including timelines for collecting and analyzing data by completing Exhibit M.
- B. What data will be used? How will this data be collected and who will collect it? How will this data be organized once it has been collected? What procedures will be put in place to assure the quality of the data (e.g. training for data collectors, data collection forms, timeliness in administering tools)?
- C. How will this data be analyzed and distributed?

Continuous Quality Improvement

- A. Describe the plan to use the results of your evaluation to continuously improve the quality of the program throughout the duration of this grant.

Performance Measures

Performance measures are intended to be a useful tool for program managers to define and communicate the need their program will address and the impact the program will have. The measures provide indicators as to whether the program is having the intended effect. *Outputs* are products of a program's activities. Outputs are expected to lead to desired outcomes, but by themselves do not tell anything about the outcomes. *Outcomes* are changes resulting from outputs.

Each successful applicant who receives an award will be required to report a minimum of two (2) output measures and two (2) outcome measures. Refer to Exhibit K for a listing sample output and outcome performance measures. This listing of sample performance measures is intended to provide ideas for the selection of output and outcome performance measures. Applicants are not restricted to selection of performance measures based on this non-exhaustive list.

Clearly identify the performance measures selected and incorporate each performance measure (output and outcome) by addressing each of the following sections and points:

- Who will have overall responsibility for the process and outcome evaluations?
- What resources (e.g. personnel, supplies, etc.) will be needed to evaluate the program? The funds dedicated to evaluation should be reflected in the budget.

PROGRAM SPECIFIC REQUIREMENTS

The following restrictions and requirements shall apply to all applications:

1. The Governor's Office for Children, Youth and Families shall be responsible for overall management of the Arizona Parents Commission on Drug Education and Prevention Grant program. You will be provided a contact name and number for staff responsible for management of this program. Program monitoring will be the responsibility of the Division for Substance Abuse Policy and fiscal monitoring will be the responsibility of the Governor's Office of Finance and Compliance.
2. Keep a copy of this solicitation and your grant proposal. If awarded, the Subgrantee shall be bound to the services listed in the grant application and based upon the solicitation, including all terms, conditions, specifications, amendments, etc.
3. No construction costs are permitted.
4. The Subgrantee shall submit quarterly progress narrative program reports. The reports shall be due and shall contain such information as deemed necessary by the Division for Substance Abuse Policy. Failure to submit timely reports may result in suspension of reimbursement.

5. The Subgrantee shall notify the Governor's Office for Children, Youth and Families in writing, **thirty (30) calendar days in advance**, of any changes in the program that will directly affect service delivery under the terms of the contract. No changes shall be implemented without the prior written approval of a formal contract amendment issued by the Governor's Office for Children, Youth and Families.

The Subgrantee shall be paid on a cost-reimbursement basis. The reimbursement amount is to be determined on the cash basis of accounting. The reimbursement request must be submitted no often than monthly and no less than quarterly for those items submitted and approved in the budget inclusively. Draw down schedules will be provided upon award. **Subgrantee shall submit a final reimbursement request no more than forty-five (45) days after the contract end for expenses obligated prior to the date of contract termination.** All expenses must be liquidated prior to the final reimbursement request. Requests for reimbursement received later than forty-five (45) days after the contract termination will not be paid. **If awarded a contract, your organization must have sufficient funds to meet obligations for up to sixty (60) days while awaiting reimbursements from the Governor's Office for Children, Youth and Families.**

6. Financial reimbursements must be sent to:

Marjorie Bennett, Financial Administrator
Governor's Office for Children, Youth and Families
Governor's Office of Finance and Compliance
1700 West Washington, Suite 101
Phoenix, Arizona 85007

7. Programmatic reports and requests for program and budget changes must be sent to:

Emily Winans, Program Administrator
Governor's Office for Children, Youth and Families
Division for Children
1700 West Washington, Suite 101
Phoenix, Arizona 85007

8. Notwithstanding any other payment provision of this contract, failure of the Subgrantee to submit required reports when due, or failure to perform or deliver required work, supplies, or services, will result in the withholding of payment under this contract unless such failure arises due to causes beyond the control and without the fault of negligence of the Subgrantee.
9. Each successful applicant who is awarded \$25,000 or more must provide the following prior to a contract being executed: (a) Dun and Bradstreet Universal Numbering System (DUNS) number for the fiscal agent; and (b) proof of current registration in the Central Contractor Registration (CCR) database. Additionally, CCR registration must be maintained for the term of the contract.
10. An Applicant who takes exception to any portion of the solicitation must do so pursuant to the Uniform Instructions to Offeror. If the Applicant is taking exception to a section or sections of the Solicitation, the Applicant shall designate a section in the

application entitled "Exceptions." Taking exception to the terms and conditions of the solicitation may result in an application receiving a lower evaluation score. Low evaluation scores may result in the application being determined not susceptible of award. Any exception to the terms and conditions should provide sufficient justification to detail the reason the exception is advantageous to Governor's Office for Children, Youth, and Families and the State of Arizona.

TERMS AND CONDITIONS

1. Term of Contract: The term of the contract shall commence April 1, 2010 and shall remain in effect until June 30, 2011, contingent upon final funds, unless terminated, canceled or extended as otherwise provided herein.
2. Documents Incorporated by Reference: The State of Arizona's Uniform Instructions to Offerors (Rev 7.1) and Uniform Terms and Conditions (Rev 7) are incorporated into this Contract as if fully set forth herein. Applicants are encouraged to obtain these documents. Applicants may obtain copies by visiting the Arizona State Procurement Office website at http://www.azdoa.gov/agencies/spo/docs_and_forms.asp. The Arizona Uniform General Terms and Conditions and Uniform Instructions to Offerors are also available on Governor's Office for Children, Youth, and Families website at <http://gocyf.az.gov/Finance/>.
3. Funding: Requested funding must be submitted in an all-inclusive basis. Governor's Office for Children, Youth and Families will not reimburse any item other than the all-inclusive funding contained on the budget forms.
4. Contract Renewal: The contract shall not bind nor purport to bind Governor's Office for Children, Youth and Families for any contractual commitment in excess of the original contract period or amount. Governor's Office for Children, Youth and Families shall have the right, at its sole option, to renew the contract. If Governor's Office for Children, Youth and Families exercises such right, all terms, conditions and provisions of the original contract shall remain the same and apply during the renewal period.
5. Key Personnel: It is essential that the Subgrantee provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. The Subgrantee must assign specific individuals to the key programmatic and fiscal positions. **Once assigned to work under the contract, key personnel shall not be removed or replaced without the prior written approval of Governor's Office for Children, Youth and Families.** The fiscal person listed on the Standard Data Collection Form (Exhibit G) is considered a Key Person for this grant. It is the preference of Governor's Office for Children, Youth and Families that the Subgrantee require current state certification and/or licensure as a condition of employment for those individuals providing direct behavioral and medical health services to youth.
6. Multiple Awards: In order to ensure adequate coverage of Governor's Office for Children, Youth and Families requirements, multiple awards may be made.

7. Records: At any time during the term of this contract, and at any time within five (5) years after the closing of the federal grant, the Subgrantee's or any subcontractor's books and records shall be subject to an audit by the State or Federal Government, to the extent that the books and records relate to the performance of the contract or subcontract. All records shall be subject to inspection and audit by the State or Federal government at reasonable times. Upon request, the Subgrantee shall produce a legible copy of any or all such records.
8. Single Audit: In compliance with the Federal Single Audit Act (31 U.S.C. par., 7501-7507), as amended by the Single Audit Act Amendments of 1996 (P.L. 104 to 156), grant sub-recipients, as prescribed by the President's Council on Integrity and Efficiency Position #6, organizations expending \$500,000 or more of Federal funds from all sources, must have an annual audit conducted in accordance with OMB Circular #A-133, "Audits of States, Local Governments and Non-profit Organizations." **If you have expended more than \$500,000 in federal dollars, a copy of your audit report for the previous fiscal year must be submitted with your application.**
9. Audit Trails: Subgrantee shall maintain proper audit trails for all reports related to this contract. Governor's Office for Children, Youth and Families reserves the right to review all program records.
10. Fund Management: The Subgrantee must maintain funds received under this contract in separate ledger accounts and cannot mix these funds with other sources. Subgrantee must manage funds according to applicable federal regulations for administrative requirements, cost principles and audits.

The Subgrantee must maintain adequate business systems to comply with Federal requirements. The business systems that must be maintained are:

- a. Financial Management
- b. Procurement
- c. Personnel
- d. Property
- e. Travel

A system is adequate if it is: 1) **written**; 2) **consistently followed** – it applies in all similar circumstances; and 3) **consistently applied** – it applies to all sources of funds. Governor's Office for Children, Youth and Families reserves the right to review all business systems policies.

11. Non-Discrimination: All parties to this agreement agree to comply with Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, and State Executive Order No. 99-4 which mandates that all persons, regardless of race, religion, handicap, color, age, sex, political affiliation or national origin shall have equal access to employment opportunities. All parties shall comply with 1) the Rehabilitation Act of 1973, as amended, which prohibits discrimination in the employment or advancement in employment of qualified persons because of physical or mental handicap; 2) all applicable federal regulations regarding equal employment opportunity and relevant orders issued by the U.S. Secretary of Labor; 3) all applicable provisions and regulations relating to the Americans with Disabilities Act (Public Law 101-336, 42

U.S.C. 12101-12213); 4) all applicable provisions and regulations relating to Executive Order No. 13279 – Equal Protection of the Laws for Faith-based and Community Organizations.

12. Compliance With Applicable Laws: All parties to this agreement shall comply with all applicable federal, state and local laws.
13. Licenses: Subgrantee shall maintain in current status all federal, state, and local licenses and permits required for the operation of the business conducted by the Subgrantee.
14. Amendments: Any change in the contract, including material changes to the scope of work and/or the budget described herein, whether by modification or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representatives of the Subgrantee and Governor's Office for Children, Youth and Families. Governor's Office for Children, Youth and Families may approve or reject any amendment, when necessary. Any such amendment shall specify an effective date, any increases or decreases in the amount of the Subgrantee's compensation, if applicable, and entitled as an "Amendment" and signed by the parties identified in the preceding sentence. The Subgrantee expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification or supplementation to the contract.
15. Availability of Funds for the Next Fiscal Year: Funds are not presently available for performance under this contract beyond the current fiscal year. No legal liability on the part of Governor's Office for Children, Youth and Families for any payment may arise for performance under this contract beyond the current fiscal year until funds are made available for performance of this contract. Governor's Office for Children, Youth and Families obligation for performance of this contract beyond this fiscal year is contingent upon the availability of funds from which payment for contract purposes can be made.
16. Subcontractors: The Subgrantee agrees and understands that no subcontract which the Subgrantee enters into with respect to performance under this contract shall in any way relieve the Subgrantee of any responsibility for performance of its duties. **It is highly recommended by Governor's Office for Children, Youth and Families that a Memorandum of Understanding or some other type of contract is in place between the Subgrantee and a Subcontractor for services to be performed, and in which a payment amount has been negotiated and approved, so as to avoid any misunderstanding between both parties.**
17. Paragraph Headings: The descriptive headings of this Contract are inserted for convenience only and shall not control or affect the meaning or construction of any of the provisions in this Contract.

18. No Waiver: Either party's failure to insist on strict performance of any term or condition of the contract shall not be construed as a waiver or relinquishment for the further performance of such provision.
19. Force Majeure: If either party hereto is delayed or prevented from the performance of any act required in this Agreement by reason of acts of god, strikes, lockouts, labor disputes, civil disorder, or other causes without fault and beyond the control of the party obligated, performance of or payment for such act will be excused for the period of the delay.
20. Offshore Performance of Work Prohibited: Due to security and identity protection concerns, all services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision applies to work performed by sub-contractors at all tiers.
21. Arbitration: In the event of any dispute arising under this Agreement, written notice of the dispute must be provided to the other party within thirty (30) days of the events giving rise to the dispute. The parties shall follow the procedures set forth in this section to facilitate a resolution and attempt to avoid litigation.

The parties shall negotiate in good faith to resolve the dispute within sixty (60) days of receiving notice of the existence of the dispute. However if the parties do not reach such resolution within a period of sixty (60) days, then, upon notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by arbitration administered by the American Arbitration Association in accordance with the provisions of its Commercial Arbitration Rules and in compliance with A.R.S. §12-1518.

22. Partial Invalidity: Any term or provision of this Agreement that is hereafter declared contrary to any current or future law, order, regulation or rule, or which is otherwise invalid, shall be deemed stricken from this Agreement without impairing the validity of the remainder of this Agreement.
23. Governing Law: This Agreement shall be governed and interpreted by the laws of the State of Arizona. The venue for any proceedings, actions, or suits arising from this Agreement shall be in Maricopa County, Arizona.
24. Authority to Execute this Contract: Each individual executing this Contract on behalf of the Subgrantee represents and warrants that he or she is duly authorized to execute this Contract.
25. Entire Contract: This Contract and its Exhibits/Attachments constitute the entire Contract between the parties hereto pertaining to the subject matter hereof and may not be changed or added to except by a writing signed by all parties hereto in conformity with Terms and Conditions, Section Fourteen, Amendments of this Contract; provided, however, that Governor's Office for Children, Youth and Families shall have the right to immediately amend this Contract so that it complies with any new legislation, laws, ordinances, or rules affecting this Contract. The Subgrantee

agrees to execute any such amendment within ten (10) business days of its receipt. All prior and contemporaneous agreements, representations, and understandings of the parties, oral or written, pertaining to the subject matter hereof, are hereby superseded or merged herein.

26. Assignment and Delegation: Subgrantee may not assign any rights hereunder without the express, prior written consent of both parties.
27. Indemnification: Subgrantee shall indemnify, defend, save and hold harmless the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees (hereinafter referred to as "Indemnatee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Subgrantee or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such Subgrantee to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by Subgrantee from and against any and all claims. It is agreed that Subgrantee will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Subgrantee agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the Subgrantee for the State of Arizona.
28. Public Agency Language Only: Each party (as 'indemnitor') agrees to indemnify, defend, and hold harmless the other party (as 'indemnatee') from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as 'claims') arising out of bodily injury of any person (including death) or property damage but only to the extent that such claims which result in vicarious/derivative liability to the indemnatee, are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its' officers, officials, agents, employees, or volunteers.
29. Insurance Requirements: The Subgrantee and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Subgrantee, his agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect

the Subgrantee from liabilities that might arise out of the performance of the work under this contract by the Subgrantee, its agents, representatives, employees or subcontractors, and Subgrantee is free to purchase additional insurance.

A. MINIMUM SCOPE AND LIMITS OF INSURANCE

Subgrantee shall provide coverage with limits of liability not less than those stated below. Within ten (10) business days following notification of award, certificates of insurance must be submitted to the Governor’s Office for Children, Youth and Families, clearly stating the applicable contract number, effective date(s) of coverage, and limits of liability required pursuant to the contract.

1. Commercial General Liability – Occurrence Form

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability coverage.

• General Aggregate	\$2,000,000
• Products – Completed Operations Aggregate	\$1,000,000
• Personal and Advertising Injury	\$1,000,000
• Blanket Contractual Liability – Written and Oral	\$1,000,000
• Fire Legal Liability	\$ 50,000
• Each Occurrence	\$1,000,000

- a. The policy shall be endorsed to include the following additional insured language: “The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Subgrantee”.
- b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Subgrantee.

2. Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL)	\$1,000,000
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- a. The policy shall be endorsed to include the following additional insured language: “The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Subgrantee, involving automobiles owned, leased, hired or borrowed by the Subgrantee”.

3. Worker's Compensation and Employers' Liability

Workers' Compensation Statutory Employers' Liability

Each Accident	\$ 500,000
Disease – Each Employee	\$ 500,000
Disease – Policy Limit	\$1,000,000

- a. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Subgrantee.
- b. This requirement shall not apply to: Separately, EACH Subgrantee or subcontractor exempt under A.R.S. §23-901, AND when such Subgrantee or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor form).

4. Professional Liability (Errors and Omissions Liability)

Each Claim	\$1,000,000
Annual Aggregate	\$2,000,000

- a. In the event that the professional liability insurance required by this Contract is written on a claims-made basis, Subgrantee warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.
- b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Subgrantee.
- c. The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Work of this contract.

B. ADDITIONAL INSURANCE REQUIREMENTS

The policies shall include, or be endorsed to include, the following provisions:

1. The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees wherever additional insured status is required such additional insured shall be covered to the full limits of liability purchased by the Subgrantee, even if those limits of liability are in excess of those required by this Contract.
2. The Subgrantee's insurance coverage shall be primary insurance with respect to all other available sources.
3. Coverage provided by the Subgrantee shall not be limited to the liability assumed under the indemnification provisions of this Contract.

C. NOTICE OF CANCELLATION

Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the State of Arizona. Such notice shall be sent directly to **(Governor's Office for Children, Youth & Families, Sarah Bean, Procurement Manager, 1700 W. Washington, Ste. 101, Phoenix, AZ 85007)** and shall be sent by certified mail, return receipt requested.

D. ACCEPTABILITY OF INSURERS

Insurance is to be placed with duly licensed or approved non-admitted insurers in the state of Arizona with an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Subgrantee from potential insurer insolvency.

E. VERIFICATION OF COVERAGE

Subgrantee shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and endorsements are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this Contract shall be sent directly to **(Governor's Office for Children, Youth & Families, Sarah Bean, Procurement Manager, 1700 W. Washington, Ste. 101, Phoenix, AZ 85007)**. Governor's Office for Children, Youth and Families project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA'S RISK MANAGEMENT SECTION.**

F. SUBCONTRACTORS

Subgrantees' certificate(s) shall include all subcontractors as insureds under its policies **or** Subgrantee shall furnish to the State of Arizona separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.

G. APPROVAL

Any modification or variation from the *insurance requirements* in this Contract shall be made by the Department of Administration, Risk Management Section, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.

H. EXCEPTIONS

In the event the Subgrantee or subcontractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the Subgrantee or subcontractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.

30. Confidentiality of Records: Subgrantee shall establish and maintain procedures and controls that are acceptable to Governor's Office for Children, Youth and Families for the purpose of assuring that no information contained in its records or obtained from others in carrying out its functions under the contract shall be used by or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the contract. Persons requesting such information shall be referred to Governor's Office for Children, Youth and Families. The Subgrantee also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of the Subgrantee as needed for the performance of duties under the contract, unless otherwise agreed to in writing by the State.
31. Confidential Information: If a person believes that any portion of a proposal, bid, offer, specification, protest or correspondence contains information that should be withheld, then the Procurement Manager for Governor's Office for Children, Youth and Families shall be so advised in writing (price is not confidential and will not be withheld). Such material shall be identified as confidential wherever it appears. The State, pursuant to A.A.C. R2-7-103, shall review all requests for confidentiality and provide a written determination. If the confidential request is denied, such information shall be disclosed as public information, unless the person utilizes the "Protest" provision as noted in A.R.S. §41-2611 through §41-2616.
32. Cancellation: Governor's Office for Children, Youth and Families reserves the right to cancel the whole or any part of the contract due to failure of the Subgrantee to carry out any term, promise, or condition of the contract. Governor's Office for Children, Youth and Families will issue a written ten (10) day notice of default to the Subgrantee for acting or failing to act as in any of the following:
- The Subgrantee provides personnel that do not meet the requirements of the contract.
 - The Subgrantee fails to perform adequately the services required in the contract.
 - The Subgrantee attempts to impose on Governor's Office for Children, Youth and Families, personnel that are of an unacceptable quality.
 - The Subgrantee fails to furnish the required product within the time stipulated in the contract.

- The Subgrantee fails to make progress in the performance of the requirements of the contract and/or gives Governor's Office for Children, Youth and Families a positive indication that the Subgrantee will not or cannot perform to the requirements of the contract.

If the Subgrantee does not correct the above problem(s) within ten (10) days after receiving the notice of default, Governor's Office for Children, Youth and Families may cancel the contract. If Governor's Office for Children, Youth and Families cancels the contract pursuant to this clause, the State reserves all rights or claims to damage for breach of contract.

33. Cancellation for Conflict of Interest: Governor's Office for Children, Youth and Families may, by written notice to the Subgrantee, immediately cancel this Contract without penalty or further obligation pursuant to A.R.S. §38-511 if any person significantly involved in initiating, negotiating, securing, drafting or creating of the Contract on behalf of Governor's Office for Children, Youth and Families is an employee or agent of any other party in any capacity or a consultant to any other party to the Contract with respect to the subject matter of the Contract. Such cancellation shall be effective when the parties to the Contract receive written notice from Governor's Office for Children, Youth and Families, unless the notice specifies a later time.
34. Termination: The Procurement Manager for Governor's Office for Children, Youth and Families reserves the right to terminate the contract at any time, for the convenience of Governor's Office for Children, Youth and Families, without penalty or recourse, by giving written notice to the Subgrantee at least thirty (30) days prior to the effective date of such termination. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the Subgrantee under the contract shall, at the option of Governor's Office for Children, Youth and Families, become property of the State of Arizona. The Subgrantee shall be entitled to receive just and equitable compensation for that work completed prior to the effective date of termination.
35. Suspension or Debarment Status: If the firm, business or person submitting this bid or offer has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with any federal, state or local government, the applicant must include a letter with its application setting forth the name and address of the governmental unit, the effective date of the suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. Failure to supply the letter or to disclose in the letter all pertinent information regarding a suspension or debarment shall result in rejection of the bid or offer or cancellation of a contract. Governor's Office for Children, Youth and Families also may exercise any other remedy available by law.
36. Suspension or Debarment Certification: By signing the offer section of the Offer and Acceptance page, SPO Form 203, the bidder or offeror certifies that the firm, business or person submitting the bid or offer has not been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with any federal, state or local government. Signing the offer section without disclosing all pertinent information about a debarment or suspension shall result in rejection of the

bid or offer or cancellation of a contract. Governor's Office for Children, Youth and Families also may exercise any other remedy available by law.

37. Restrictions on Lobbying: The Subgrantee shall not use these funds to pay for, influence, or seek to influence any officer or employee of the State of Arizona or the federal government if that action may have an impact, of any nature, on this agreement.
38. Fingerprinting: The provisions of A.R.S. §46-141 are hereby incorporated as provisions of this contract as they pertain to any new personnel not already covered by this requirement. When applicable, the Subgrantee shall assume the costs of fingerprint checks and may charge these costs to fingerprint its personnel. The department may allow all or part of the costs of fingerprint checks to be included as an allowable cost in a contract.

Personnel who are employed by any Subgrantee, whether paid or not, and who are required or allowed to provide services directly to juveniles shall certify on forms provided by the Department of Public Safety and notarized whether they have ever committed any act of sexual abuse of a child, including sexual exploitation and commercial sexual exploitation, or any act of child abuse. This contract may be canceled or terminated if the fingerprint check or the certified form of any person who is employed by a Subgrantee, whether paid or not, and who is required or allowed to provide services directly to juveniles discloses that a person has committed any act of sexual abuses of a child, including sexual exploitation or commercial sexual exploitation, or any act of child abuse or that the person has been convicted of or awaiting trial on any of the following criminal offenses in this state or similar offenses in another state or jurisdiction.

39. Sectarian Requests: Funds may not be expended for any sectarian purpose or activity, including sectarian worship or instruction.
40. Ownership of Information: Governor's Office for Children, Youth and Families reserves the right to review and approve any publications funded or partially funded through this contract. All publications funded or partially funded through this contract shall recognize the Arizona Parents Commission on Drug Education and Prevention and the Governor's Office for Children, Youth and Families as the funding source.
41. Counterparts: This Contract may be executed in any number of counterparts, copies, or duplicate originals. Each such counterpart, copy, or duplicate original shall be deemed an original, and collectively they shall constitute one Contract.
42. Federal Immigration Laws: By entering into this contract, the Subgrantee warrants compliance with the Federal Immigration and Nationality Act (FINA) and all other federal immigration laws and regulations related to the immigration status of its employees. These warranties shall remain in effect throughout the term of the contract and any renewal period of the contract. The Subgrantee shall maintain Employment Eligibility Verification form (I-9) as required by the U.S. Department of Labor's Immigration and Control Act for all employees performing work under this contract.

Checklist:

Use the following list to make sure your Grant Application for The Arizona Parents Commission on Drug Education and Prevention Grant Program is complete and meets the requirements specified in this request for grant applications:

- ☐ One (1) original copy marked “original”, and nine (9) additional copies.
- ☐ Completed and signed Offer and Acceptance Form (SPO form 203).
- ☐ Table of contents with page numbers referenced.
- ☐ Project Executive Summary.
- ☐ Funds requested page, completed, signed and attached, Exhibit A.
- ☐ Sample Line Item Budget, completed, signed and attached. Sample included in Exhibit B.
- ☐ Budget narrative for requested amount, completed and signed. Sample included in Exhibit C.
- ☐ Disclosure form of other funding sources, completed and signed, Exhibit D.
- ☐ Program narrative.
- ☐ Offeror's Experience, completed and attached, Exhibit E.
- ☐ Personnel Staff Overview, completed and attached, Exhibit F.
- ☐ Standard Data Collection Form, completed and attached, Exhibit G.
- ☐ Financial Systems Survey, is completed and attached, Exhibit H.
- ☐ Assurances for Non-Construction Programs, signed and attached, Exhibit I.
- ☐ Process Objectives Worksheet, completed and attached, Exhibit J.
- ☐ Implementation plan. Sample included in Exhibit L.
- ☐ Evaluation Plan, completed and attached, Exhibit M.
- ☐ Proof of current registration in the Central Contractor Registration database.
- ☐ If applicable, submit one copy of your organization's complete copy of the A-133 Single Audit with the Management Letter, Findings and Questioned Costs.
- ☐ Page numbers are included on all pages, in sequence, twelve point font or larger and single-spaced, with one inch margins or wider.
- ☐ All documents requiring signatures should have **ORIGINAL** signatures.
- ☐ Do **NOT** bind your application in spiral binders or in 3-ring notebooks. Please submit your applications either stapled in the upper left-hand corner or use a binder clip.
- ☐ When submitting your application, insure your organization name and the Request for Grant Application Number PC-DSG-10-1181-00 is **CLEARLY** marked on the outside of the **SEALED** envelope/package.
- ☐ All applications are date stamped only by the **time clock** in the Governor's Office for Children, Youth and Families, 1700 W. Washington, in **Suite 101**, Phoenix, AZ 85007.

- It is the responsibility of each applicant to ensure their application is delivered to Governor's Office for Children, Youth, and Families **by the due date and time**. Allow for such contingencies as heavy traffic, weather, directions, parking, security, etc. Ensure that your express delivery service provider delivers packages directly into Suite 101.
- Applicants are cautioned not to rely on next day mail services. Mail sent to the Governor's Office for Children, Youth and Families is filtered through the Arizona Department of Administration. GOCYF is not responsible for packages delivered to locations other than the Governor's Office for Children, Youth and Families, 1700 W. Washington, Suite 101, Phoenix, AZ.

Exhibits:

- Exhibit A: Funds Requested Page
 - Exhibit B: Sample Line Item Budget
 - Exhibit C: Budget Narrative Sample
 - Exhibit D: Disclosure of Other Funding Sources
 - Exhibit E: Offeror's Experience
 - Exhibit F: Personnel Staff Overview
 - Exhibit G: GOCYF Standard Data Collection Form
 - Exhibit H: GOCYF Financial Systems Survey
 - Exhibit I: Assurances for Non-Construction Programs, OMB Form 424B
 - Exhibit J: Process Objectives Worksheet
 - Exhibit K: Performance Measures
 - Exhibit L: Implementation Plan
 - Exhibit M: Evaluation Plan
-
- Attachment A: Sample Certificate of Insurance

EXHIBIT A

Funds Requested Page

1. The offeror must state a firm, fixed total guaranteed not-to-exceed amount of funds requested for The Arizona Parents Commission on Drug Education and Prevention Grant Program.

\$_____Total Funds Requested

2. Are you submitting this application for your proposed program as a faith-based organization?

YES_____

NO_____

3. Are you submitting this application for your proposed program under the rural, tribal or urban/county category?

RURAL_____ TRIBAL_____ URBAN/COUNTY_____

4. What is the target population for your proposed program?

TARGET POPULATION:_____

Authorized Signature_____Date_____

Job Title _____

EXHIBIT B

The budget period is fifteen (15) months, not twelve (12) months

Sample Line Item Budget

This exhibit is provided as an example only. While you must use this format, you may reproduce it with Word Processing or Spreadsheet software. Limit your budget line items to the following categories: Personnel, Fringe Benefits, Professional Services, Travel, Pass-Through (i.e. Subgrants), Other Operating Expenses and Administrative/Indirect Costs. **Please round budgets to the nearest ten dollars.**

Budget period: April 1, 2010 – June 30, 2011

Budget Category	Line Item	Requested Funds	Total Cost
Personnel and Fringe Benefits			
Personnel	Project Director, Bob Williams, 75%, 15 months	\$33,000	\$33,000
Fringe Benefits	Agency Rate (18%)- Budget narrative should provide more detailed accounting of how this rate was determined for the agency. (Rounded)	\$5,900	\$5,900
Contracted Services/Professional Services			
Contract services	Program Evaluation – contractual data entry services (GHJ Evaluation, Inc.)	\$1,000	\$1,000
Travel			
	Project staff to attend program related training (300 miles x 44.5 cents per mile x 1 staff person) (Rounded)	\$130	\$130
Pass Through			
Subgrants	Stipends for school personnel 1 person - .10 FTE	\$1,000	\$1,000
Supplies and Other Operating			
	Postage (\$100/month x 15 months for monthly flier)	\$1,500	\$1,500
Administrative/Indirect Costs			
	Please see narrative.		
Total		\$42,530	\$42,530

*As shown, a line item budget justification for each component **MUST** be included in the proposal that describes the procedure for determining the cost of budget categories. Detail in the line item budget narrative strengthens proposals. See the following page for budget narrative format.

** List matching funds.

Authorized signature

Date

EXHIBIT C

Budget Narrative Sample

The purpose of the budget narrative is to provide more clarity and detail on the various budget line items that funds are being requested for. The budget narrative should explain the criteria used to compute the budget figures on the budget form. Please verify that the narrative and budget form correspond and the calculations and totals are accurate.

Personnel: Include information such as position title(s), name of employee (if known), salary, time to be spent on this program (hours or %), number of months assigned to this program, etc. If you need additional fiscal personnel to manage this grant, include those costs also. Explain how the salary rate for each position was determined. If salaries are expected to increase during the project year, indicate the percentage increases for each position and justify the percent of the salary increase. Also be sure to include the scheduled salary increases on the Budget Form.

All organizations that receive Federal funds are required to maintain appropriate documentation to support salaries and wages per the 2 CFRs (Personal Activity Reports, Time and Effort Reports, Certifications, etc.). All organizations will be monitored to assure compliance with this requirement. Please review the appropriate 2 CFR for your organization.

Fringe Benefits: Include a benefit percentage and what expenses make up employee benefit costs. Indicate any special rates for part-time employees, if applicable. Explain how the benefits for each position were determined. If using a fringe benefit rate, explain how this percentage is justified or approved by your agency.

Contracted Services/Professional Services: If contracted services/professional services are proposed in the budget, define how the costs for these services were determined and provide the justification for the services related to the project. This category includes Evaluation Services. Information for Evaluation Professional Services should include who will be performing the evaluation, the type of work to be performed, and how the costs/rates are determined. Explain how all contracts will be procured.

Travel: Travel costs are according to the Applicant's written policy. Include a detailed breakdown of hotel, transportation, meal costs, etc. Indicate the location(s) of travel and the justification for travel, how many employees will attend and how the estimates have been determined. Explain the relationship of each cost item to the project (e.g., if training or training expenses are requested, explain the topic of the training and its relationship to the project). Governor's Office for Children, Youth and Families reserves the right to determine the reasonableness of those rates.

Pass Through/Subgrants: In the event that this application represents a collaboration and the contract will be utilizing other Subgrantees to perform various components of the program, include a list of Subgrantees, programmatic work each Subgrantee will perform, and how costs for each Subgrantee are determined). Also include monitoring policies that will be utilized to assure compliance.

Supplies and Operating Expenses: Explain each supply item to be purchased, how the costs were determined and justify the need for the items. Items with a unit cost less than \$5,000 are considered supplies and should be listed in this category. All purchases should be made according to the Applicant's written procurement policy, which at a minimum must contain the federal procurement guidelines for federal grants.

Administrative/Indirect Costs: Administrative costs are general or centralized expenses of overall administration of an organization that receives grant funds and does not include particular project costs. For organizations that have an established federally approved indirect cost rate for Federal awards, indirect costs mean those costs that are included in the organization's indirect cost rate. Such costs are generally identified with the organization's overall operation and are further described in the Office of Management and Budget Circulars 2 CFR 220, 2 CFR 225, and 2 CFR 230.

Option A: Administrative Costs: With proper justification, Subgrantees may include an allocation for administrative costs for up to 10% of the total direct funds requested of the grant request.

Administrative costs may include direct charges for: costs of financial, accounting, auditing, contracting or general legal services; costs of internal evaluation, including overall organization's management improvement costs; and costs of general liability insurance that protects the organization(s) responsible for operating a project, other than insurance costs solely attributable to the project. Administrative costs may also include that portion of salaries and benefits of the project's director and other administrative staff not attributable to the time spent in support of a specific project. If you chose Option A, provide a listing of the items included in this category and a copy of the written allocation policy for these costs.

Option B: Federally Approved Indirect Costs: If your organization has a federally approved indirect cost rate agreement in place, Subgrantees may include an allocation for indirect costs for up to 10% of the grant request. Applicants must provide a copy of their federally approved indirect cost rate agreement.

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs that are usually treated as indirect.

Authorized Signature_____ Date_____

Job Title_____

EXHIBIT D

Disclosure of Other Funding Sources

Please list all other funding that your organization currently receives from State or Public Agencies, Federal Agencies, Non-Profit Organizations, or any other source providing funding **for the proposed program***. Use a continuation sheet if necessary. The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

Type of Funding (Federal, State, local, other)	Received From	Amount	Ending Date
TOTAL:			

***This table should include only those funds that will support the program detailed in this application.**

Authorized Signature_____ Date_____

Job Title_____

EXHIBIT E

Offeror's Experience

The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

Name and address of organization for which the service or activity was provided
Location where services or activities were conducted
Dates the service or activity was conducted (e.g. October 2001 – December 2001)
Describe the services or activities that were provided
Describe what was achieved with the services or activities (e.g. increased knowledge among 20% of program participants, reduced alcohol use by 10%, etc.)

EXHIBIT F

Personnel Staff Overview

The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

In addition to this overview, please attach a resume (for current personnel) or a job description (for positions to be hired) for the key individuals involved in the project.

STAFF MEMBER	BACKGROUND AND EXPERTISE OF PERSONNEL
Name: Title: FTE on this project:	
Name: Title: FTE on this project:	
Name: Title: FTE on this project:	
Name: Title: FTE on this project:	
Name: Title: FTE on this project:	

EXHIBIT G

Governor's Office for Children, Youth and Families Standard Data Collection Form for the Grant Management Information System (GIMS)

A. Agency Information:

Program Name (if applicable) _____

Agency _____ Program Contact Person _____

Address _____ Position _____

Address _____ Email _____

City, State, Zip _____ Phone _____ x _____ Fax _____

County _____

Employer Identification Number: _____ DUNS Number: _____

Agency Classification: _____ State Agency _____ County Government _____ Local Government _____ Schools _____ Tribal
_____ Faith Based _____ Other

Have you previously conducted business with the State using this EIN: **Y** **N**. If **NO**, please go to the following website, download the State of Arizona Substitute W-9 Form and submit with your application. <http://www.gao.state.az.us/onlineforms>

In which Congressional (Federal) District is your agency? Enter District # _____
<http://www.azredistricting.org> (click on Final Maps)

In which Legislative (State) District is your agency? Enter District # _____
<http://www.azredistricting.org> (click on Final Maps)

Approximately how much FEDERAL funding will your organization expend in your current fiscal year? \$ _____

What is your organization's fiscal year-end date? _____

Accounting Method: _____ Cash _____ Accrual _____ Modified

Does your organization undergo an annual independent audit in accordance with OMB Circular A-133? **Y** **N**

Please provide contact information of the audit firm conducting your audit:

Agency _____

Address _____

Phone Number _____

B. Proposed Program Information / Description:

Amount requesting: _____

Service area of proposed program: _____

Target population of proposed program: _____

Number of participants to be served: _____

Please provide a **brief** description of the **proposed program** in 1 or 2 paragraphs.

C. Contact Information (Please copy this page as many times as needed.)

Program Agency – Indicates person with primary contact with Governor’s Office for Children, Youth and Families and is directly responsible for ensuring that the program plan is implemented. All future program correspondence will be sent to **this person**.

Fiscal Agency - Indicates person responsible for financial matters pertaining to this grant.

Collaborator – Indicates all persons/agencies who have been identified as a collaborator, partner, host site as a requirement of this grant.

☐ **Program Agency**

☐ **Fiscal Agency**

☐ **Collaborator**

Agency _____

Contact Person _____

Address _____

Position _____

Address _____

Email _____

City, State, Zip _____

Phone _____ x _____ Fax _____

County _____

☐ **Program Agency**

☐ **Fiscal Agency**

☐ **Collaborator**

Agency _____

Contact Person _____

Address _____

Position _____

Address _____

Email _____

City, State, Zip _____

Phone _____ x _____ Fax _____

County _____

☐ **Program Agency**

☐ **Fiscal Agency**

☐ **Collaborator**

Agency _____

Contact Person _____

Address _____

Position _____

Address _____

Email _____

City, State, Zip _____

Phone _____ x _____ Fax _____

County _____

EXHIBIT H
Governor's Office for Children, Youth and Families
Financial Systems Survey

Name of Applicant: _____

Please answer every question by filling in the circle next to the correct answer. Attach materials and document comments as required.

As stewards of federal and state funds, Governor's Office for Children, Youth and Families awards funds to organizations (regardless of how small or large) that are both capable of achieving project goals/objectives and upholding their responsibility for properly managing funds as they achieve those objectives.

This survey will be used primarily for initial monitoring of the organization. This survey may also be used in evaluating the financial capability of the organization in the award process. Deficiencies should be addressed for corrective action and the organization should consider procuring technical assistance in correcting identified problems.

A. GENERAL INFORMATION

1. Has your organization received a Federal or State Grant within the last two years?	<input type="radio"/> YES <input type="radio"/> NO
2. Has your organization completed an A-133 Single Audit within the past two years? If yes, please attach a complete copy of your A-133 Audit, including, but not limited to, your Management Letter, Findings and Questioned Costs.	<input type="radio"/> YES <input type="radio"/> NO
3. If your organization has not completed an A-133 Single Audit, have your financial statements been audited, reviewed or compiled by an independent Certified Public Accountant within the past two years? If yes, please attach a complete copy of the most recent audited, reviewed or compiled financial statements.	<input type="radio"/> YES <input type="radio"/> NO
4. Please attach a schedule showing the TOTAL federal funds (by granting agency) expended by your agency for the most recent fiscal year. Note: If your organization had an A-133 Single Audit, a copy of the "Schedule of Expenditures for Federal Awards" can be submitted	
5. Has your organization received funding from Governor's Office for Children, Youth and Families within the past two years? If yes, specify the grant contract numbers: _____	<input type="radio"/> YES <input type="radio"/> NO
6. Has your organization been granted tax-exempt status by the Internal Revenue Service?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
7. If you answered YES to question #6, under what section of the IRS code? O 501 C (3) O 501 C (4) O 501 C (5) O 501 C (6) O Other. Specify: _____	
8. Does your organization have established policies related to salary scales, fringe benefits, travel reimbursement and personnel policies?	<input type="radio"/> YES <input type="radio"/> NO

B. FUNDS MANAGEMENT

1. Which of the following describes your organization's accounting system?	<input type="radio"/> Manual <input type="radio"/> Automated <input type="radio"/> Combination
--	--

2. How frequently do you post to the General Ledger?	<input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Other
3. Does the accounting system completely and accurately track the receipt and disbursements of funds by each grant or funding source?	<input type="radio"/> YES <input type="radio"/> NO
4. Does the accounting system provide for the recording of actual costs compared to budgeted costs for each budget line item?	<input type="radio"/> YES <input type="radio"/> NO
5. Are time and effort distribution reports maintained for employees working fully or partially on state or federal grant programs which account for 100% of each employee's time?	<input type="radio"/> YES <input type="radio"/> NO
6. Is your organization familiar with Federal Cost Principles (i.e. 2 CFR 220, 2 CFR 225, and 2 CFR 230)?	<input type="radio"/> YES <input type="radio"/> NO
7. How does your organization plan to charge common/indirect costs to this grant? NOTE: Those organizations using an indirect cost plan/rate need to attach a copy of the methodology and calculations in determining the rate.	<input type="radio"/> Direct Charges <input type="radio"/> Utilizing an Indirect Cost Allocation Plan or Rate

C. INTERNAL CONTROLS

1. Are duties of the bookkeeper/accountant segregated from the duties of cash receipt or cash disbursement?	<input type="radio"/> YES <input type="radio"/> NO
2. Are checks signed by individuals whose duties exclude recording cash received, approving vouchers for payment and the preparation of payroll?	<input type="radio"/> YES <input type="radio"/> NO
3. Are all accounting entries and payments supported by source documentation?	<input type="radio"/> YES <input type="radio"/> NO
4. Are cash or in-kind matching funds supported by source documentation?	<input type="radio"/> YES <input type="radio"/> NO
5. Are employee time sheets supported by appropriately approved/signed documents?	<input type="radio"/> YES <input type="radio"/> NO
6. Does the organization maintain policies that include procedures for assuring compliance with applicable cost principles and terms of each grant award?	<input type="radio"/> YES <input type="radio"/> NO

D. PROCUREMENT

1. Does the organization maintain written codes of conduct for employees involved in awarding or administering procurement contracts?	<input type="radio"/> YES <input type="radio"/> NO
2. Does the organization conduct purchases in a manner that encourages open and free competition among vendors?	<input type="radio"/> YES <input type="radio"/> NO
3. Does the organization complete some level of cost or price analysis for every major purchase?	<input type="radio"/> YES <input type="radio"/> NO
4. Does the organization maintain a system of contract administration to ensure Subgrantee conformance with the terms and conditions of each contract?	<input type="radio"/> YES <input type="radio"/> NO
5. Does the organization maintain written procurement policies and procedures?	<input type="radio"/> YES <input type="radio"/> NO

E. CONTACT INFORMATION

Please indicate the following information. In the event that Governor's Office for Children, Youth and Families has questions about this survey, this individual will be contacted.

Prepared By: _____

Job Title: _____

Date: _____

Phone/Fax/Email: _____

F. CERTIFICATION

I certify that this report is complete and accurate, and that the Subgrantee has accepted the responsibility of maintaining the financial systems.

Signature

G. COMMENT AND ATTACHMENTS

Please use the space below to comment on any answers in Sections A – D. Please indicate the Section and Question # next to each comment.

Number of Attachments (please number each attachment): _____

COMMENTS:

EXHIBIT I

ASSURANCES for NON-CONSTRUCTION PROGRAMS

OMB Approval No 0348-0040

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of the project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to the nondiscrimination in the sale, rental or financing or housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of the Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §276a to 276a-7), the Copeland Act (40 U.S.C. §276C and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §§470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

EXHIBIT J

Process Objectives Worksheet

The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

Strategy/ Program	Key tasks (services) to be completed	How Many / How Much	Target Population OR Person Responsible	By when	As measured by

EXHIBIT K

Performance Measures

SAMPLE List of OUTPUT Performance Measures

Below is a sample list of OUTPUT performance measures. Subgrantees will be required to select a minimum of two (2) output measures specific to the proposed program. This listing of sample performance measures is intended to provide ideas for the selection of additional output performance measures; applicants are not restricted to selection of additional output performance measures based on this non-exhaustive list. Applicants should select additional output performance measures that will be the most accurate indicators of the proposed program's success and effectiveness.

OUTPUT Measure	Definition
Number of families served	The number of families served during the reporting period. Include all families who received at least one program service and met the program's minimum criteria for participation.
Number of service hours completed	The number of hours of service completed by program families during the reporting period. Service is any explicit activity (such as program contact, counseling sessions, course curriculum, community service, etc.) delivered by program staff or other professionals dedicated to completing the program requirements. Program records are the preferred data source.
Number of program materials developed	The number of program materials that were developed during the reporting period. Include only substantive materials such as program overviews, client workbooks, lists of local service providers. Do not include program advertisements or administrative forms such as sign-in sheets or client tracking forms. Count the number of pieces developed. Program records are the preferred data source.
Number of hours of program staff training provided	The number of training hours provided to staff during the reporting period. Training includes in-house and external trainings.
Number of planning activities conducted	The number of planning activities undertaken during the reporting period. Planning activities include meetings held, needs assessments undertaken, etc.
Number of program/agency policies or procedures created, amended, or rescinded	The number of program/agency policies or procedures created, amended, or rescinded during the reporting period. A policy is a plan or specific course of action that guides the general goals and directives of the program or agency. Include policies that are relevant to the topic area of the program or policies that affect operations.
Number of MOUs developed	The number of Memoranda of Understanding or interagency agreements developed during reporting period of the program. Include all formal partnership or coordination agreements. Program records are the preferred data source.
Number and percent of program staff trained	The number and percent of program staff who are trained during reporting period. Program staff includes full and part-time employees and/or volunteers. The number is the raw number of program staff to receive any formal training relevant to the program or their position as program staff. Include any training from any source or medium received during the reporting period as long as receipt can be verified. Training does not have to have been completed during the reporting period. To get the percent divide the raw number by the total number of program staff. Program records are the preferred data source.

SAMPLE List of OUTCOME Performance Measures

Below is a sample list of OUTCOME performance measures. Subgrantees will be required to select a minimum of two (2) outcome measures specific to the proposed program. This listing of sample performance measures is intended to provide ideas for the selection of additional outcome performance measures; applicants are not restricted to selection of additional outcome performance measures based on this non-exhaustive list. Applicants should select outcome performance measures that will be the most accurate indicators of the proposed program's success and effectiveness.

OUTCOME Measure	Definition
Number and percent of parents exhibiting desired change in family functioning	The number of parents who have exhibited a desired change in family functioning. Self-report or staff ratings are the preferred data sources.
Number and percent of youth exhibiting desired change in substance use	The number of youth who have exhibited a desired change in substance use. Self-report or staff ratings are the preferred data sources.
Number and percent of youth exhibiting desired change in social competence	The number and percent of youth who have exhibited a desired change in social competence. Social competence is defined as the ability to achieve personal goals in social interaction while maintaining positive relationships with others over time and across situations. Self-report or staff ratings are the preferred data sources.
Number and percent of youth exhibiting desired change in school attendance	The number and percent of youth who have exhibited a desired change in school attendance. Official records are the preferred data source.
Number and percent of youth exhibiting desired change in school performance	The number and percent of youth who have exhibited a desired change in school performance. Official records are the preferred data source.
Number and percent of parents exhibiting desired change in parenting skills	The number and percent of parents who have exhibited a desired change in parenting skills during the reporting period. Self-report or staff ratings are the most likely data sources.
Number and percent of parents satisfied with program	The number and percent of parents satisfied with the program in areas such as staff relations and expertise, general program operations, materials, facilities, and service. Self-report data collected using program evaluation or assessment forms are the expected data source.
Number and percent of program staff with increased knowledge of program area	The number and percent of program staff who gained a greater knowledge of the program area through trainings or other formal learning opportunities. Appropriate for any program whose staff received program-related training. Training does not need to have been given by the program. Self-report data collected using training evaluation or assessment forms are the expected data source.

EXHIBIT L

Implementation Plan

The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

Process Objective (AS LISTED ON EXHIBIT J)	Activities	Person Responsible	Date Activity Will Be Completed/Timeline	Support Documentation

EXHIBIT M

Evaluation Plan

The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

SITE/PROGRAM	EVALUTION QUESTION(S)	EVALUATION MEASURES/VARIABLES	EVALUATION METHODOLOGY	ANALYSIS PROCEDURES

Attachment A – Sample Certificate of Insurance

Prior to commencing services under this contract, the contractor must furnish the state certification from insurer(s) for coverages in the minimum amounts as stated below. The coverages shall be maintained in full force and effect during the term of this contract and shall not serve to limit any liabilities or any other contractor obligations.

Name and Address of Insurance Agency:		Company Letter:	Companies Affording Coverage:		
		A			
		B			
Name and Address of Insured:		C			
		D			
LIMITS OF LIABILITY MINIMUM - EACH OCCURRENCE		COMPANY LETTER	TYPE OF INSURANCE	POLICY NUMBER	DATE POLICY EXPIRES
Bodily Injury Per Person Each Occurrence Property Damage OR Bodily Injury and Property Damage Combined			Comprehensive General Liability Form Premises Operations Contractual Independent Contractors Products/Completed Operations Hazard Personal Injury Broad Form Property Damage Explosion & Collapse (If Applicable) Underground Hazard (If Applicable)		
Same as Above			Comprehensive Auto Liability Including Non-Owned (If Applicable)		
Necessary if underlying is not above minimum			Umbrella Liability		
Statutory Limits			Workmen's Compensation and Employer's Liability		
			Other		

State of Arizona and the Department named above are added as additional insureds as required by statute, contract, purchase order, or otherwise requested. It is agreed that any insurance available to the named insured shall be primary of other sources that may be available.

It is further agreed that no policy shall expire, be canceled or materially changed to affect the coverage available to the state without thirty (30) days written notice to the State. This Certificate is not valid unless countersigned by an authorized representative of the insurance company.

Name and Address of Certificate Holder:

Date

Issued: _____

Authorized Representative

END OF SOLICITATION
PC-DSG-10-1181-00